



SAN FRANCISCO  
CIVIL SERVICE COMMISSION

MEMORANDA re:  
EXTENSION OF PERSONNEL REQUISITIONS,  
LIMITED TENURE APPOINTMENTS,  
TEMPORARY EXEMPT APPOINTMENTS, AND  
NON-CIVIL SERVICE APPOINTMENTS

1992-93

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## MEMORANDUM

DATE: May 15, 1992

TO: Appointing Officers  
Departmental Personnel Officers  
Payroll and Personnel ClerksFROM: Edward M. Harrington  
ControllerAlbert C. Walker  
General Manager, PersonnelSUBJECT: FISCAL YEAR 1992-93: EXTENSION OF PERSONNEL REQUISITIONS,  
LIMITED TENURE APPOINTMENTS, TEMPORARY EXEMPT APPOINTMENTS AND  
NON-CIVIL SERVICE APPOINTMENTSPUBLIC LIBRARY  
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This memorandum outlines the procedures for the extension and/or renewal of Personnel Requisitions, Limited Tenure Appointments, Temporary Exempt Appointments and Non-Civil Service Appointments for Fiscal Year 1992-93. The procedures outlined in this memorandum apply to all departments of the City and County of San Francisco and to the San Francisco Unified School District and the San Francisco Community College District.

PERSONNEL REQUISITIONSA. PERMANENT CIVIL SERVICE (PCS) AND PERMANENT EXEMPT (PE) PERSONNEL REQUISITIONS

All permanent Personnel Requisitions, both Civil Service and Exempt, funded from the permanent salaries account of the budget will be automatically continued through June 30, 1993 as long as funding remains in the budget for the positions requisitioned.

No action is required by departments to extend such Personnel Requisitions. If funding no longer remains in the budget for a position that is vacant, the department must issue a Requisition Modification to cancel the Personnel Requisition. If funding no longer exists for a permanent position that is filled, the department must effect a layoff in accordance with Civil Service Commission Rule 32 - Layoff and Involuntary Leave and issue a Separation Report. Refer to the Civil Service Commission Personnel Policy and Procedures Manual, Subject 15 - Separations III - Layoff, issued April 10, 1992.

**B. TEMPORARY DECLARED-PERMANENT PERSONNEL REQUISITIONS AND REGULAR TEMPORARY PERSONNEL REQUISITIONS, BOTH REGULARLY SCHEDULED AND AS-NEEDED**

All temporary declared-permanent Personnel Requisitions and regular temporary Personnel Requisitions, both regularly scheduled and as-needed, regardless of funding source, will be automatically extended through September 30, 1992 as long as funding remains in the budget for such positions and the Personnel Requisitions have been previously approved by the Mayor, Controller and the General Manager, Personnel.

No action is required by departments to continue temporary declared-permanent and regular temporary Personnel Requisitions through September 30, 1992. If funding no longer exists in the budget for a position which is vacant, the department must cancel the Personnel Requisition using a Requisition Modification. If funding no longer exists in the budget for a filled position, the department must effect a layoff in accordance with Civil Service Commission Rule 32 - Layoff and Involuntary Leave and issue a Separation Report. Refer to the Civil Service Commission Personnel Policy and Procedures Manual, Subject 15 - Separation III - Layoff, issued April 10, 1992.

As-Needed Personnel Requisitions which were declared by the General Manager, Personnel to be regularly-scheduled are included in this group of Personnel Requisitions and will be automatically extended to September 30, 1992 without action by departments.

A list of temporary-declared permanent and temporary Personnel Requisitions received and approved in the Civil Service Commission offices prior to June 26, 1992, which have been automatically extended to September 30, 1992 will be mailed to each department, the Mayor and the Controller by the Civil Service Commission staff no later than June 30, 1992.

**C. TEMPORARY EXEMPT (TE) PERSONNEL REQUISITIONS, BOTH REGULARLY-SCHEDULED AND AS NEEDED**

All temporary exempt (TE) Personnel Requisitions, both regularly-scheduled and as-needed, which have been previously approved by the Mayor, Controller, and General Manager, Personnel, regardless of the funding source, except those issued as a result of Civil Service Commission action to appoint individuals at a salary above the entrance rate of pay, will be automatically extended through September 30, 1992 as long as funding remains in the budget for such positions.

Instructions for submitting Personnel Requisitions for exempt appointees whose appointments were approved by the Civil Service Commission for the exclusive purpose of effecting an appointment at a salary above the entrance rate of pay are being issued in a separate memorandum by the General Manager, Personnel dated May 15, 1992.

Except for those temporary exempt Personnel Requisitions issued as a result of Civil Service Commission action, no action is required by departments to extend temporary exempt Personnel Requisitions through September 30, 1992. If funding no longer exists in the budget for a temporary exempt position and the position is vacant, the department must issue a Requisition Modification to cancel the Personnel Requisition. When a temporary exempt position is filled and funding no longer exists, the department must effect a layoff of an employee occupying a temporary exempt position in the class in the department and must issue a Separation Report. Order of layoff of temporary exempt employees is at the discretion of the appointing officer. Refer to the Civil Service Commission Personnel Policy and Procedures Manual, Subject 15, Separations III - Layoff, issued April 10, 1992.

## APPOINTMENTS

### A. PERMANENT CIVIL SERVICE (PCS) AND PERMANENT EXEMPT (PE) APPOINTMENTS

All permanent civil service (PCS) and permanent exempt (PE) appointments are extended through June 30, 1993 as long as the funding remains in the budget.

No action is required by departments to extend such appointments. If funding no longer remains in the budget for a permanent civil service appointment, the department must effect a layoff in accordance with Civil Service Commission Rule 32 - Layoff and Involuntary Leave and issue a Separation Report. If funding is no longer available for a permanent exempt appointment, order of layoff is at the discretion of the appointing officer.

### B. TEMPORARY CIVIL SERVICE (TCS) APPOINTMENTS

All temporary civil service (TCS) appointments will be automatically extended by the Civil Service Commission staff through September 30, 1992 if the Personnel Requisitions for such appointments have not been cancelled by departments.

No action is required by departments to extend such appointments. If funding no longer remains for a TCS appointment or the service is no longer required, the department head must effect a layoff in accordance with Civil Service Commission Rule 32 - Layoff and Involuntary Leave or separate the temporary civil service appointee occupying the position in accordance with the provisions of Civil Service Commission Rule 12 - Separation of Temporary and Provisional Appointees Upon Expiration of Term of Employment. Departments must also issue a Separation Report for the affected employee.

**C. TEMPORARY EXEMPT (TE) APPOINTMENTS, BOTH REGULARLY-SCHEDULED AND AS-NEEDED**

Except for those temporary exempt (TE) appointments which were made as a result of Civil Service Commission action allowing for appointment above the entrance rate of pay, all temporary exempt appointments will be automatically extended to September 30, 1992 without any action required by departments. A separate memorandum dated May 15, 1992 has been issued addressing the reissuance of Personnel Requisitions and appointments of employees exempted by the Civil Service Commission.

If funding no longer exists for a temporary exempt appointment or the department no longer needs the position, a temporary exempt employee in the department must be laid off and a Separation Report issued. Order of layoff of temporary exempt employees is at the discretion of the appointing officer.

**D. LIMITED TENURE (LT) APPOINTMENTS**

All Limited Tenure (LT) appointments will be automatically extended by the Civil Service Commission staff through September 30, 1992 as long as the Personnel Requisitions against which the appointments are made remain active. No action is required by departments to extend such appointments.

Civil Service Commission staff will forward a list of extended limited tenure appointments validated before June 24, 1992 to departments, the Mayor and the Controller no later than June 30, 1992.

If funding no longer exists for a limited tenure appointment or the department no longer needs the position, a layoff must be effected in accordance with Civil Service Commission Rule 32 - Layoff and Involuntary Leave or the limited tenure employee occupying the position must be separated in accordance with the provisions of Civil Service Commission Rule 12, Section 12.05 - Separation of Temporary and Provisional Employees Upon Expiration of Term of Employment. Departments must also issue a Separation Report for the affected employee.

Department heads who wish to extend limited tenure appointments to a date prior to September 30, 1992 must notify the Civil Service Commission in writing prior to June 30, 1992. Such notifications must be addressed to Kathy Mallegni, Senior Personnel Analyst, Civil Service Commission, Room 153, City Hall, and must include the Personnel Requisition Number, the class number and title, the name of the employee and the requested expiration date of the limited tenure appointment.

**E. NON-CIVIL SERVICE (NCS) APPOINTMENTS, REGULARLY SCHEDULED (NOT AS-NEEDED)**

Non-civil service (NCS) appointments made on Oral Authorization (OA) Type "A" (no eligible available from Civil Service list) are automatically extended through September 30, 1992 or until the employee has reached the maximum of one thousand forty (1040) working hours in this calendar year, whichever is earlier.

On or before the expiration of the non-civil service appointment, the employee must either be separated under the provisions of Civil Service Commission Rule 12, Section 12.05 - Separation of Temporary and Provisional Employees Upon Expiration of Term of Employment, or transitioned to limited tenure status by following the regular procedures for processing limited tenure appointments as outlined in Subject 9 of the Civil Service Commission Personnel Policy and Procedures Manual.

Non-civil service appointments for all other appointment types ("B" through "G") must be individually reviewed for extensions. Call the Civil Service Commission Equal Employment Opportunity and Affirmative Action Division at 554-4736 to request extension. Be prepared to give the justification for extension of the oral authorization beyond the original expiration date.

#### F. NON-CIVIL SERVICE (NCS) AS-NEEDED APPOINTMENTS

Non-Civil Service (NCS) As-Needed appointments are automatically extended through September 30, 1992 or until the employee has reached the maximum of one thousand forty (1040) working hours in this calendar year, whichever is earlier.

Non-civil service as-needed employees may not be transitioned to limited tenure status. At the expiration of the maximum allowable working hours, such employees must either be separated under the provisions of Civil Service Commission Rule 12, Section 12.05 - Separation of Temporary and Provisional Appointees Upon Expiration of Term of Employment, or transitioned to limited tenure status against a full-time or part-time regularly-scheduled Personnel Requisition. In either case, a Separation Report must be issued.

Questions concerning this memorandum are to be directed to one of the following:

#### CONTROLLER

#### ALL CONTROLLER'S MATTERS (Funding issues)

Susan Maher, Special Projects Manager, Controller's Office, 554-7570

#### CIVIL SERVICE COMMISSION

#### CERTIFICATION MATTERS, PERSONNEL REQUISITIONS AND TEMPORARY EXEMPT (TE) APPOINTMENTS

Norma Gill, CSC Certification Unit, 554-4343

#### LIMITED TENURE (LT) AND AS-NEEDED APPOINTMENTS

Kathy Mallegni, CSC Administrative and Personnel Services Division, 554-4748

#### ORAL AUTHORIZATIONS (OAs) AND NON-CIVIL SERVICE (NCS) APPOINTMENTS

Lewanna Cho, CSC EEO and Affirmative Action Division, 554-4737





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MEMORANDUM

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DATE: August 28, 1992

TO: Appointing Officers  
Departmental Personnel Officers  
Payroll and Personnel Clerks

FROM: Edward M. Harrington *E. M. Harrington*  
Controller

Albert C. Walker  
General Manager, Personnel *Albert C. Walker*

SUBJECT: EXTENSION OF PERSONNEL REQUISITIONS, LIMITED TENURE  
APPOINTMENTS, TEMPORARY EXEMPT APPOINTMENTS AND NON-CIVIL  
SERVICE APPOINTMENTS AFTER SEPTEMBER 30, 1992

On May 15, 1992, in a memorandum issued by the Controller and the General Manager, Personnel, departments were notified that all approved and extended temporary declared-permanent, regular temporary and temporary exempt Personnel Requisitions, both regularly-scheduled and as-needed, would expire on September 30, 1992. This memorandum also stated that all regularly-scheduled temporary civil service (TCS) and limited tenure (LT) appointments; and all temporary exempt (TE) and non-civil service (NCS) appointments, both regularly-scheduled and as-needed, would be extended to September 30, 1992.

The purpose of this memorandum is to notify departments that all currently approved, valid temporary declared-permanent, regular temporary and temporary exempt Personnel Requisitions, both regularly-scheduled and as-needed, which have been received and approved in the Civil Service Commission offices prior to September 25, 1992 will be extended to December 31, 1992. No action is required by departments to continue such Personnel Requisitions.

If funding no longer exists in the budget for a vacant position, the department must cancel the Personnel Requisition using a Requisition Modification. If funding no longer exists in the budget for an occupied position, the department must effect a layoff in accordance with Civil Service Commission Rule 32- Layoff and Involuntary Leave or a separation in accordance with the provisions of Civil Service Commission Rule 12 - Separation of Temporary and Provisional Appointees Upon Expiration of Term of Employment. A Separation Report must be issued.

All regularly-scheduled temporary civil service (TCS) and limited tenure (LT) appointments, and all temporary exempt (TE) appointments, both regular-scheduled and as-needed, which have not previously expired and which are made against valid Personnel Requisitions, will be extended through December 31, 1992. No action is required by departments. If funding no longer exists for a position, the department must effect a layoff in accordance with Civil Service Commission Rule 32 - Layoff and Involuntary Leave or a separation in accordance with the provisions of Civil Service Commission Rule 12 - Separation of Temporary and Provisional Appointees Upon Expiration of Term of Employment. A Separation Report must be issued.

Non-civil service (NCS) appointments, both regularly-scheduled and as-needed (except OA type F), will be extended through December 31, 1992 or until the employee has reached the maximum of one thousand forty (1040) working hours in this calendar or fiscal year, whichever is earlier. Regularly-scheduled NCS employees who reach the maximum of 1040 hours must either be separated from employment or transitioned to limited tenure status. As-needed NCS employees who reach the maximum of 1040 hours must either be separated from employment or transitioned to limited tenure status against a full-time or part-time regularly-scheduled Personnel Requisition.

The provisions of this memorandum apply to all departments of the City and County of San Francisco, including the San Francisco Unified School District and the San Francisco Community College District.



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*Releases and*  
MEMORANDUM

DATE: December 4, 1992

TO: Appointing Officers  
Departmental Personnel Officers  
Payroll and Personnel ClerksFROM: Edward M. Harrington  
ControllerAlbert C. Walker  
General Manager, PersonnelSUBJECT: EXTENSION OF PERSONNEL REQUISITIONS, LIMITED TENURE  
APPOINTMENTS, TEMPORARY EXEMPT APPOINTMENTS AND NON-CIVIL  
SERVICE APPOINTMENTS AFTER DECEMBER 31, 1992PUBLIC LIBRARY  
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On August 28, 1992, in a memorandum issued by the Controller and the General Manager, Personnel, departments were notified that all approved and extended temporary declared-permanent, regular temporary and temporary exempt Personnel Requisitions, both regularly-scheduled and as-needed, would expire on December 31, 1992. That memorandum also stated that all regularly-scheduled temporary civil service (TCS) and limited tenure (LT) appointments; and all temporary exempt (TE) and non-civil service (NCS) appointments, both regularly-scheduled and as-needed, would be extended to December 31, 1992.

The purpose of this memorandum is to notify departments that all currently approved, valid temporary declared-permanent, regular temporary and temporary exempt Personnel Requisitions, both regularly-scheduled and as-needed, which have been received and approved in the Civil Service Department prior to December 23, 1992 will be extended to **January 31, 1993**. No action is required by departments at this time to continue such Personnel Requisitions. Within the next two to three weeks the Controller will notify those departments that are not conforming to its spending plans that Personnel Requisitions will expire and will not be renewed after January 31, 1993. Those departments that are conforming to its spending plans will also be notified in the next two to three weeks of the approved duration of Personnel Requisitions after January 31, 1993.

If funding no longer exists in the budget for a vacant position, the department must cancel the Personnel Requisition using a Requisition Modification. If funding no longer exists in the budget for an occupied position, the department must effect a layoff in accordance with Civil Service Commission Rule 32- Layoff and Involuntary Leave, or a separation in accordance with the provisions of Civil Service Commission Rule 12 - Separation of Temporary and Provisional Appointees Upon Expiration of Term of Employment. A Separation Report must be issued.

All regularly-scheduled temporary civil service (TCS) and limited tenure (LT) appointments, and all temporary exempt (TE) appointments, both regular-scheduled and as-needed, which have not previously expired and which are made against valid Personnel Requisitions, will be extended through January 31, 1993. No action is required by departments. If funding no longer exists for a position, the department must effect a layoff in accordance with Civil Service Commission Rule 32 - Layoff and Involuntary Leave or a separation in accordance with the provisions of Civil Service Commission Rule 12 - Separation of Temporary and Provisional Appointees Upon Expiration of Term of Employment. A Separation Report must be issued.

Non-civil service (NCS) appointments, both regularly-scheduled and as-needed (except OA type F), will be extended through January 31, 1993 or until the employee has reached the maximum of one thousand forty (1040) working hours in this calendar or fiscal year, whichever is earlier. Regularly-scheduled NCS employees who reach the maximum of 1040 hours must either be separated from employment or transitioned to limited tenure status. As-needed NCS employees who reach the maximum of 1040 hours must either be separated from employment or transitioned to limited tenure status against a full-time or part-time regularly-scheduled Personnel Requisition.

The provisions of this memorandum apply to all departments of the City and County of San Francisco, and to the San Francisco Unified School District and the San Francisco Community College District.



## MEMORANDUM

No. 93-4

DATE: January 22, 1993

TO: Appointing Officers  
Departmental Personnel Officers  
Payroll and Personnel Clerks

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FROM: Edward M. Harrington  
Controller

Albert C. Walker  
General Manager, Personnel

SUBJECT: EXTENSION OF PERSONNEL REQUISITIONS, LIMITED TENURE  
APPOINTMENTS, TEMPORARY EXEMPT APPOINTMENTS AND  
NON-CIVIL SERVICE APPOINTMENTS AFTER JANUARY 31, 1993

On December 4, 1992, in a memorandum issued by the Controller and the General Manager, Personnel, departments were notified that all approved and extended temporary declared-permanent, regular temporary and temporary exempt Personnel Requisitions, both regularly-scheduled and as-needed, would expire on January 31, 1993. That memorandum also stated that all regularly-scheduled temporary civil service (TCS) and limited tenure (LT) appointments; and all temporary exempt (TE) and non-civil service (NCS) appointments, both regularly-scheduled and as-needed, would be extended to January 31, 1993.

The purpose of this memorandum is to notify departments that all currently approved, valid temporary declared-permanent, regular temporary and temporary exempt Personnel Requisitions, both regularly-scheduled and as-needed, which have been received and approved in the Civil Service Department prior to January 22, 1993 will be extended to March 31, 1993. No action is required by departments at this time to continue such Personnel Requisitions. Any Personnel Requisitions which are approved after January 22, 1993 with an expiration date of January 31, 1993 must be extended to March 31, 1993 using a Requisition Modification Form.

If funding no longer exists in the budget for a vacant position, the department must cancel the Personnel Requisition using a Requisition Modification. If funding no longer exists in the budget for an occupied position, the department must effect a layoff in accordance with Civil Service Commission Rule 32 - Layoff and Involuntary Leave, or a separation in accordance with the provisions of Civil Service Commission Rule 12 - Separation of Temporary and Provisional Appointees Upon Expiration of Term of Employment. A Separation Report must be issued.

All regularly-scheduled temporary civil service (TCS) and limited tenure (LT) appointments, and all temporary exempt (TE) appointments, both regularly-scheduled and as-needed, which have not previously expired and which are made against valid Personnel Requisitions, will be extended through March 31, 1993. No action is required by departments. If funding no longer exists for a position, the department must effect a layoff in accordance with Civil Service Commission Rule 32 - Layoff and Involuntary Leave or a separation in accordance with the provisions of Civil Service Commission Rule 12 - Separation of Temporary and Provisional Appointees Upon Expiration of Term of Employment. A Separation Report must be issued.

Non-civil service (NCS) appointments, both regularly-scheduled and as-needed (except OA type F), will be extended through March 31, 1993 or until the employee has reached the maximum of one thousand forty (1040) working hours in this calendar or fiscal year, whichever is earlier. Regularly-scheduled NCS employees who reach the maximum of 1040 hours must either be separated from employment or transitioned to limited tenure status. As-needed NCS employees who reach the maximum of 1040 hours must either be separated from employment or transitioned to limited tenure status against a full-time or part-time regularly-scheduled Personnel Requisition.

The provisions of this memorandum apply to all departments of the City and County of San Francisco, and to the San Francisco Unified School District and the San Francisco Community College District.

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MEMORANDUM

No. 93-5

DATE: : January 22, 1993

TO: : Appointing Officers  
Personnel Officers  
Payroll and Personnel Clerks

FROM: : Albert C. Walker  
General Manager, Personnel

SUBJECT : SUSPENSION OF USE OF FORM - VERIFICATION OF EMPLOYEE'S  
INABILITY TO PERFORM ESSENTIAL FUNCTIONS.

On November 6, 1992, departments were notified to begin use of the new form, Verification of Employee's Inability to Perform Essential Functions. Use of this form was commenced based on the advice of the City Attorney. However, in response to concerns raised by several personnel officers, until further notice, please suspend use of the Verification of Employee's Inability to Perform Essential Functions form (CSC 7-22). Departments may, at their discretion, use the form in cases where, in the judgement of the departmental official, it may be useful.

Use of this form has been referred to the City Attorney's Office for further review. It is anticipated that there will be revisions in the form and the accompanying procedures.

The revised Request for Leave form (CSC 7-20) which was issued in November 1992 will continue to be used and must be submitted by employees requesting leave due to illness over five (5) consecutive days. A copy is attached for your information.

As soon as the City Attorney has reviewed the Verification of Employee's Inability to Perform Essential Functions form, you will be advised further on procedures for verifying the ability of an employee on a long term leave of absence due to illness to perform essential functions.

CIVIL SERVICE COMMISSION

A handwritten signature in cursive script, appearing to read "Albert C. Walker".

Albert C. Walker  
General Manager, Personnel

Attachment (Form CSC 7-20)

(2044B)





# City and County of San Francisco

## Request for Leave

(Read reverse side for important information on leaves prior to completing form)

### SECTION I - EMPLOYEE MUST COMPLETE.

NEW \_\_\_\_\_ RENEWAL \_\_\_\_\_

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Department \_\_\_\_\_ Class No. & Title \_\_\_\_\_

Employment Status: (Check one)

Permanent ☐ Probationary ☐ Temporary ☐ Provisional ☐ Exempt ☐

Date of Leave: From \_\_\_\_\_ Through \_\_\_\_\_ Inclusive

Type of Leave Requested: (Check one below)

- ☐ Sick leave with pay ☐ Sick leave without pay
- ☐ Check if you will be receiving State Disability Insurance and wish to supplement with Sick Leave, Vacation or Compensatory Time credits (Read Note 4 on reverse side)
- ☐ Check if you will be receiving State Disability Insurance and DO NOT wish to supplement with sick leave, vacation or compensatory time credits (Read Note 4 on reverse side)
- ☐ Military Leave (copy of orders attached)
- ☐ Educational Leave (for permanent employees only)
- ☐ Family Care Leave (for permanent employees only)
- ☐ Personal Leave (See Reverse Side)
- ☐ To Accept Other City and County Employment (for permanent employees only)

Department: \_\_\_\_\_ Class No. & Title \_\_\_\_\_

☐ Other: (Specify) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### SECTION II - HEALTH CARE PROVIDER MUST COMPLETE (Read Notes 2 & 3 on reverse side)

I, the undersigned health care provider, do hereby certify that the above-named employee is completely incapacitated for the performance of essential functions for the time period indicated below. In signing this form, I understand and agree to answer in a timely fashion employer's reasonable questions as to the basis of the statements made on this form. I understand that my cooperation is necessary to secure employer's approval of sick leave. If the period of illness exceeds fifteen (15) calendar days, the employee must submit the Verification of Inability to Perform Essential Duties (CSC 7-22) to the department. The department will identify the essential functions of the employee's position and forward the form to the employee's health care provider who must indicate the employee's capacity to perform such essential duties and return the form to the employee's department.

Date of leave: From \_\_\_\_\_ Through \_\_\_\_\_ Inclusive (See Note 3 on Reverse)

Health Care Provider: (Print Name) \_\_\_\_\_ License No. \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Telephone \_\_\_\_\_

**RETURN TO PATIENT WHO IS RESPONSIBLE FOR FORWARDING TO THE EMPLOYER.**

### SECTION III - APPROVALS

PRINT NAME/TITLE	SIGNATURE	DATE	APPROVE	DISAPPROVE (ATTACH REASONS)
(Employee's Supervisor)				
(Personnel Officer/Designee)				
(Appointing Officer/Designee)				

## Leaves of Absence - General Provisions

1. Civil Service Commission Rule 22 - Leaves of Absence contains all of the provisions and requirements for Leaves of Absence for City and County employees. A copy is available for review in the departmental personnel office.
2. Approved Health Care Providers delineated in the Civil Service Commission Rule 22.01 B are licensed medical doctors, doctors of dental surgery, doctors of podiatric medicine, licensed clinical psychologists, christian science practitioners, and licensed doctors of chiropractic.
3. In cases of Sick Leave, the duration of leave requested by the employee in Section I of this form must be the same as the duration certified as necessary by the health care provider in Section II of this form. Permanent employees may be granted up to a maximum of one (1) year's sick leave. Temporary employees may be granted up to a maximum of three (3) months of sick leave.
4. SDI payments to an employee who has accumulated and is eligible to use sick leave with pay credits, vacation credits, or compensatory time off credits shall be supplemented with such credits so that the total of SDI and such credits, calculated in units of one hour, provides up to, but does not exceed, the regular gross salary the employee would have received for the normal work schedule excluding overtime. An employee who wishes not to supplement must so indicate on the reverse side of this form within seven (7) calendar days following the first date of absence. Employees who are supplementing SDI earn sick leave with pay credits and vacation credits at the normal rate only for those hours of sick leave with pay credits used.
5. Personal leave for permanent employees may be approved for a period of up to (12) months within any two (2) year period. Personal leave for temporary or provisional employees may be approved for a maximum of one (1) month and only if replacement of the employee is not required. On the request of an appointing officer, the General Manager, Personnel may, for reasons deemed to be in the best interest of the service, approve extension of personal leave for permanent employees beyond a twelve (12) month period.
6. Leave by a permanent employee to accept temporary appointment in the City and County service may be approved by the appointing officer for the duration of such employment.
7. Except for Personal Leave and in those cases where the employee has obtained the prior approval of the appointing officer and the General Manager, Personnel, an employee may not accept employment outside of the City and County service, other than military service, while on leave of absence.
8. Educational Leave may be approved for permanent employees for a period of up to one (1) year for the purpose of educational or vocational training in a field related to the employee's current position. Requests for educational leave of longer than one year must be renewed each year.
9. Unpaid Family Care Leave may be approved for up to one (1) year for permanent employees who have one (1) or more years of continuous service for the birth of a child; the assumption of parenting or child rearing responsibilities; or the serious illness, health condition, mental or physical impairment of the employee's family member, domestic partner, child, parent or child for whom the employee has parenting responsibilities.
10. In cases where appeal is specifically granted in Civil Service Commission Rule 22 - Leaves of Absence, a dispute concerning the application or implementation of the provisions of the rule shall be processed EITHER, at the option of the employee: 1) in accordance with the grievance procedure provided elsewhere in the Civil Service Commission Rules, OR 2) by appeal in writing to the General Manager, Personnel, whose decision shall be final and shall not be reconsidered by the Commission. A decision under one option shall preclude the use of the other option.
11. An employee who wishes to extend a leave of absence must submit a completed REQUEST FOR LEAVE to the immediate supervisor or departmental personnel officer at least two weeks before the expiration date of the current leave. If the request is for sick leave, the health care provider must complete Section II of the request.
12. An employee who wishes to abridge a leave must submit an amended REQUEST FOR LEAVE before returning to work and, if the employee was on sick leave, the health care provider must certify that the employee is physically able to return to work.
13. Failure to return to work at the expiration of an approved leave shall be recorded as absence without leave and may, after five (5) continuous working days absence, be considered an abandonment of the position and reported to the Civil Service Commission as an automatic resignation.



## MEMORANDUM

No. 93-18

DATE: March 19, 1993

TO: Appointing Officers  
Departmental Personnel Officers  
Payroll and Personnel ClerksFROM: Edward M. Harrington  
ControllerAlbert C. Walker  
General Manager, PersonnelSUBJECT: EXTENSION OF PERSONNEL REQUISITIONS, LIMITED TENURE APPOINTMENTS,  
TEMPORARY EXEMPT APPOINTMENTS AND NON-CIVIL SERVICE APPOINTMENTS  
AFTER MARCH 31, 1993

On January 22, 1992, in a memorandum issued by the Controller and the General Manager, Personnel, departments were notified that all approved and extended temporary declared-permanent, regular temporary and temporary exempt Personnel Requisitions, both regularly-scheduled and as-needed, would expire on March 31, 1993. That memorandum also stated that all regularly-scheduled temporary civil service (TCS) and limited tenure (LT) appointments; and all temporary exempt (TE) and non-civil service (NCS) appointments, both regularly-scheduled and as-needed, would be extended to March 31, 1993.

The purpose of this memorandum is to notify departments that, for all departments except the San Francisco Police Department and the San Francisco Municipal Railway (Separate memoranda will be issued to the those departments), all currently approved, valid temporary declared-permanent, regular temporary and temporary exempt Personnel Requisitions, both regularly-scheduled and as-needed, which have been received and approved in the Civil Service Department prior to March 26, 1993 will be extended to June 30, 1993. No action is required by departments at this time to continue such Personnel Requisitions. Any Personnel Requisitions which are approved after March 26, 1993 with an expiration date of March 31, 1993 must be extended to June 30, 1993 using a Requisition Modification Form.

If funding no longer exists in the budget for a vacant position, the department must cancel the Personnel Requisition using a Requisition Modification. If funding no longer exists in the budget for an occupied position, the department must effect a layoff in accordance with Civil Service Commission Rule 32 - Layoff and Involuntary Leave, or a separation in accordance with the provisions of Civil Service Commission Rule 12 - Separation of Temporary and Provisional Appointees Upon Expiration of Term of Employment. A Separation Report must be issued.

All regularly-scheduled temporary civil service (TCS) and limited tenure (LT) appointments, and all temporary exempt (TE) appointments, both regularly-scheduled and as-needed, except for such appointments in the San Francisco Police Department and the San Francisco Municipal Railway, which have not previously expired and which are made against valid Personnel Requisitions, will be extended through June 30, 1993. No action is required by departments. If funding no longer exists for a position, the department must effect a layoff in accordance with Civil Service Commission Rule 32 - Layoff and Involuntary Leave or a separation in accordance with the provisions of Civil Service Commission Rule 12 - Separation of Temporary and Provisional Appointees Upon Expiration of Term of Employment. A Separation Report must be issued.

Non-civil service (NCS) appointments, both regularly-scheduled and as-needed (except OA type F and except for non-civil service appointments in the San Francisco Police Department and San Francisco Municipal Railway), will be extended through June 30, 1993 or until the employee has reached the maximum of one thousand forty (1040) working hours in this calendar or fiscal year, whichever is earlier. Regularly-scheduled NCS employees who reach the maximum of 1040 hours must either be separated from employment or transitioned to limited tenure status. As-needed NCS employees who reach the maximum of 1040 hours must either be separated from employment or transitioned to limited tenure status against a full-time or part-time regularly-scheduled Personnel Requisition.

The provisions of this memorandum apply to all departments of the City and County of San Francisco, excluding the San Francisco Police Department and the San Francisco Municipal Railway, but including the San Francisco Unified School District and the San Francisco Community College District.

MEMORANDUM

No. 93-27

DATE: June 4, 1993

TO: Appointing Officers  
Departmental Personnel Officers  
Payroll and Personnel ClerksFROM: Edward M. Harrington  
ControllerWendell L. Pryor  
General Manager, Personnel

DOCUMENTS DEPT.

JUN 28 1993

SAN FRANCISCO  
PUBLIC LIBRARYSUBJECT: FISCAL YEAR 1993-94: EXTENSION OF PERSONNEL REQUISITIONS,  
LIMITED TENURE APPOINTMENTS, TEMPORARY EXEMPT APPOINTMENTS AND  
NON-CIVIL SERVICE APPOINTMENTS

This memorandum outlines the procedures for the extension and/or renewal of Personnel Requisitions, Limited Tenure Appointments, Temporary Exempt Appointments and Non-Civil Service Appointments for Fiscal Year 1993-94. The procedures outlined in this memorandum apply to all departments of the City and County of San Francisco and to the San Francisco Unified School District and the San Francisco Community College District.

PERSONNEL REQUISITIONSA. PERMANENT CIVIL SERVICE (PCS) AND PERMANENT EXEMPT (PE) PERSONNEL REQUISITIONS

All permanent Personnel Requisitions, both Civil Service and Exempt, funded from the permanent salaries account of the budget will be automatically continued through June 30, 1994 as long as funding remains in the budget for the positions requisitioned.

No action is required by departments to extend such Personnel Requisitions. If funding no longer remains in the budget for a position that is vacant or if funding will expire prior to October 31, 1993, the department must issue a Requisition Modification to cancel the Personnel Requisition. If funding no longer exists for a permanent position that is filled, the department must effect a layoff in accordance with Civil Service Commission Rule 32 - Layoff and Involuntary Leave and issue a Separation Report. Refer to the Civil Service Commission Personnel Policy and Procedures Manual, Subject 15 - Separations III - Layoff, issued April 10, 1992.



**B. TEMPORARY DECLARED-PERMANENT PERSONNEL REQUISITIONS AND REGULAR TEMPORARY PERSONNEL REQUISITIONS, BOTH REGULARLY SCHEDULED AND AS-NEEDED**

All temporary declared-permanent Personnel Requisitions and regular temporary Personnel Requisitions, both regularly scheduled and as-needed, regardless of funding source, will be automatically extended through October 31, 1993 as long as funding remains in the budget for such positions and the Personnel Requisitions have been previously approved by the Mayor, Controller and the General Manager, Personnel prior to June 25, 1993.

No action is required by departments to continue temporary declared-permanent and regular temporary Personnel Requisitions through October 31, 1993 if they were approved prior to June 25, 1993. Personnel Requisitions approved after June 25, 1993 may be extended by submitting a Requisition Modification. If funding no longer exists in the budget for a position which is vacant or if funding will expire prior to October 31, 1993, the department must cancel the Personnel Requisition using a Requisition Modification. If funding no longer exists in the budget for a filled position, the department must effect a layoff in accordance with Civil Service Commission Rule 32 - Layoff and Involuntary Leave and issue a Separation Report. Refer to the Civil Service Commission Personnel Policy and Procedures Manual, Subject 15 - Separation III - Layoff, issued April 10, 1992.

As-Needed Personnel Requisitions which were declared by the General Manager, Personnel to be regularly-scheduled are included in this group of Personnel Requisitions and will be automatically extended to October 31, 1993 without action by departments.

**C. TEMPORARY EXEMPT (TE) PERSONNEL REQUISITIONS, BOTH REGULARLY-SCHEDULED AND AS NEEDED**

All temporary exempt (TE) Personnel Requisitions, both regularly-scheduled and as-needed, which have been previously approved by the Mayor, Controller, and General Manager, Personnel prior to June 25, 1993, regardless of the funding source will be automatically extended through October 31, 1993 as long as funding remains in the budget for such positions.

No action is required by departments to extend temporary exempt Personnel Requisitions through October 31, 1993. If the Personnel Requisition was approved after June 25, 1993, the department may extend it by submitting a Requisition Modification. If funding no longer exists in the budget for a temporary exempt position and the position is vacant or if funding expires prior to October 31, 1993, the department must issue a Requisition Modification to cancel the Personnel Requisition. When a temporary exempt position is filled and funding no longer exists, the department must effect a layoff of an employee occupying a temporary exempt position in the class in the department and must issue a Separation Report. Order of layoff of temporary exempt employees is at the discretion of the appointing officer. Refer to the Civil Service Commission Personnel Policy and Procedures Manual, Subject 15, Separations III - Layoff, issued April 10, 1992.



## APPOINTMENTS

### A. PERMANENT CIVIL SERVICE (PCS) AND PERMANENT EXEMPT (PE) APPOINTMENTS

All permanent civil service (PCS) and permanent exempt (PE) appointments are extended through June 30, 1994 as long as the funding remains in the budget.

No action is required by departments to extend such appointments. If funding no longer exists in the budget for a permanent civil service appointment, the department must effect a layoff in accordance with Civil Service Commission Rule 32 - Layoff and Involuntary Leave and issue a Separation Report. If funding is no longer available for a permanent exempt appointment, order of layoff is at the discretion of the appointing officer.

### B. TEMPORARY CIVIL SERVICE (TCS) APPOINTMENTS

All temporary civil service (TCS) appointments will be automatically extended by the Civil Service Commission staff through October 31, 1993 if the Personnel Requisitions for such appointments have not been cancelled by departments.

No action is required by departments to extend such appointments. If funding no longer exists for a TCS appointment or the service is no longer required, the department head must effect a layoff in accordance with Civil Service Commission Rule 32 - Layoff and Involuntary Leave or separate the temporary civil service appointee occupying the position in accordance with the provisions of Civil Service Commission Rule 12 - Separation of Temporary and Provisional Appointees Upon Expiration of Term of Employment. Departments must also issue a Separation Report for the affected employee.

### C. TEMPORARY EXEMPT (TE) APPOINTMENTS, BOTH REGULARLY-SCHEDULED AND AS-NEEDED

All temporary exempt appointments will be automatically extended to October 31, 1993 without any action required by departments.

If funding no longer exists for a temporary exempt appointment or the department no longer needs the position, a temporary exempt employee in the department must be laid off and a Separation Report issued. Order of layoff of temporary exempt employees is at the discretion of the appointing officer.

### D. LIMITED TENURE (LT) APPOINTMENTS

All Limited Tenure (LT) appointments will be automatically extended by the Civil Service Commission staff through October 31, 1993 as long as the Personnel Requisitions against which the appointments are made remain active. No action is required by departments to extend such appointments.

If funding no longer exists for a limited tenure appointment or the department no longer needs the position, a layoff must be effected in accordance with Civil Service Commission Rule 32 - Layoff and Involuntary Leave or the limited tenure employee occupying the position must be separated in accordance with the provisions of Civil Service Commission Rule 12, Section 12.05 - Separation of Temporary and Provisional Employees Upon Expiration of Term of Employment. Departments must also issue a Separation Report for the affected employee.

Department heads who wish to extend limited tenure appointments to a date prior to October 31, 1993 must notify the Civil Service Commission in writing prior to June 30, 1993. Such notifications must be addressed to Kathy Mallegni, Senior Personnel Analyst, Civil Service Commission, Room 153, City Hall, and must include the Personnel Requisition Number, the class number and title, the name of the employee and the requested expiration date of the limited tenure appointment.

**E. NON-CIVIL SERVICE (NCS) APPOINTMENTS, REGULARLY SCHEDULED (NOT AS-NEEDED)**

Non-civil service (NCS) appointments made on Oral Authorization (OA) Type "A" (no eligible available from Civil Service list) are automatically extended through October 31, 1993 or until the employee has reached the maximum of one thousand forty (1040) working hours in this calendar year, whichever is earlier.

On or before the expiration of the non-civil service appointment, the employee must either be separated under the provisions of Civil Service Commission Rule 12, Section 12.05 - Separation of Temporary and Provisional Employees Upon Expiration of Term of Employment, or transitioned to limited tenure status by following the regular procedures for processing limited tenure appointments as outlined in Subject 9 of the Civil Service Commission Personnel Policy and Procedures Manual.

Non-civil service appointments for all other appointment types ("B" through "G") must be individually reviewed for extensions. Call the Civil Service Commission Equal Employment Opportunity and Affirmative Action Division at 554-4736 to request extension. Be prepared to give the justification for extension of the oral authorization beyond the original expiration date.

**F. NON-CIVIL SERVICE (NCS) AS-NEEDED APPOINTMENTS**

Non-Civil Service (NCS) As-Needed appointments are automatically extended through October 31, 1993 or until the employee has reached the maximum of one thousand forty (1040) working hours in this calendar year, whichever is earlier.

Non-civil service as-needed employees may not be transitioned to limited tenure status. At the expiration of the maximum allowable working hours, such employees must either be separated under the provisions of Civil Service Commission Rule 12, Section 12.05 - Separation of Temporary and Provisional Appointees Upon Expiration of Term of Employment, or transitioned to limited tenure status against a full-time or part-time regularly-scheduled Personnel Requisition. In either case, a Separation Report must be issued.

Questions regarding this memorandum are to be directed to either Kathy Mallegni, Senior Personnel Analyst, Civil Service Commission, 554-4749 or Norma Gill, Certification Supervisor, Civil Service Commission, 554-4343.





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# MEMORANDUM

No. 93-44

DATE: October 15, 1993

DOCUMENTS DEPT.

OCT 19 1993

TO: Appointing Officers  
Departmental Personnel Officers  
Payroll and Personnel ClerksSAN FRANCISCO  
PUBLIC LIBRARYFROM: Edward M. Harrington  
ControllerWendell L. Pryor  
General Manager, PersonnelSUBJECT: EXTENSION OF PERSONNEL REQUISITIONS, LIMITED TENURE APPOINTMENTS,  
TEMPORARY EXEMPT APPOINTMENTS AND NON-CIVIL SERVICE APPOINTMENTS  
AFTER OCTOBER 31, 1993

On June 4, 1993, in a memorandum issued by the Controller and the General Manager, Personnel, departments were notified that all approved and extended temporary declared-permanent, regular temporary and temporary exempt Personnel Requisitions, both regularly-scheduled and as-needed, would expire on October 31, 1993. That memorandum also stated that all regularly-scheduled temporary civil service (TCS) and limited tenure (LT) appointments, and all temporary exempt (TE) and non-civil service (NCS) appointments, both regularly-scheduled and as-needed, would be extended to October 31, 1993.

The purpose of this memorandum is to notify departments that all currently approved, valid temporary declared-permanent, regular temporary and temporary exempt Personnel Requisitions, both regularly-scheduled and as-needed, which have been received and approved in the Civil Service Department prior to October 22, 1993 will be extended to December 31, 1993 unless an earlier expiration is requested by an appointing officer. No action is required by departments at this time to continue such Personnel Requisitions.

If funding no longer exists in the budget for a position that is vacant on October 31, 1993, the department must cancel the Personnel Requisition using a Requisition Modification. If funding no longer exists in the budget for an occupied position, the department must issue a Separation Report to effect a layoff in accordance with Civil Service Commission Rule 32 - Layoff and Involuntary Leave, or a separation in accordance with the provisions of Civil Service Commission Rule 12 - Separation of Temporary and Provisional Appointees Upon Expiration of Term of Employment.

All new Personnel Requisitions and Requisition Modifications for temporary and temporary declared-permanent positions must be submitted with an expiration date no later than December 31, 1993. Policies and procedures for renewal or extension of such Personnel Requisitions will be issued in late Fall.

All regularly-scheduled TCS and LT appointments, and all TE and NCS appointments (except NCS appointments with oral authorization Type F), both regularly-scheduled and as-needed, which have not previously expired and which are made against valid Personnel Requisitions, will be extended until December 31, 1993. Appointing officers who wish to have such appointments extended to an earlier date must notify the Civil Service Department in writing indicating the name of the appointee, the class number and title, Personnel Requisition Number and the requested expiration date. For extension of Type F oral authorizations, call the Civil Service EE0/AA Unit at 554-4737.

At its meeting of September 20, 1993, the Civil Service Commission adopted changes to its Rules which consolidate LT and NCS appointments into one category: "provisional" appointments. These Rule changes become effective on January 1, 1994. Procedures for making provisional appointments and transitioning current LT and NCS appointees to provisional status will be issued in late Fall.

If you have any questions or concerns regarding this matter, please contact Kathy Mallegni, Senior Personnel Analyst, Civil Service Department, 554-4749.

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